

ULearnIT Featured Resource

Running Meetings in Better Directions

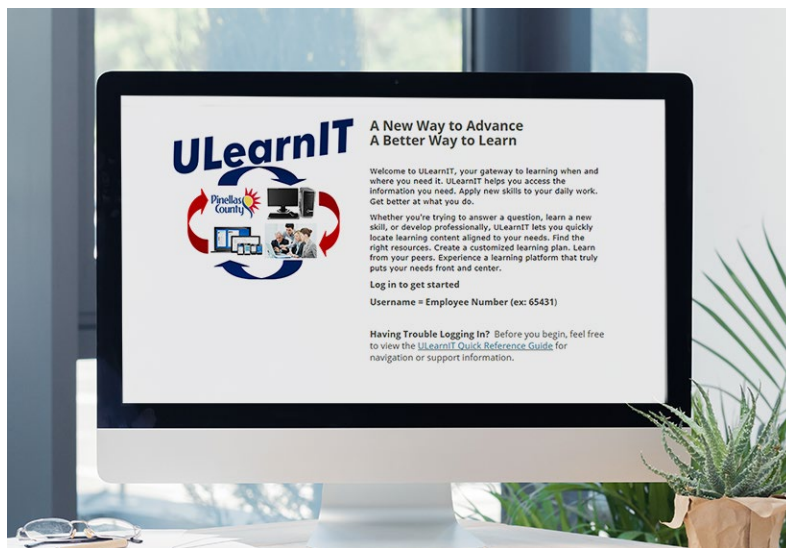
Have you ever attended a meeting or presentation that left you feeling frustrated? Despite their reputation for sometimes wasting time, meetings remain one of the most effective tools for sharing information, presenting ideas, and making decisions – if facilitated well. Meetings can be very productive; many issues can be resolved, and participants can feel grateful they attended.

In this course, you'll learn how to kick off meetings and how to ensure maximum participation and buy-in. Then you'll be introduced to what to do when meetings go off track, when to intervene, and how to deal with productivity problems. You'll also learn how to close and follow up on a meeting.

20 minutes

[Link to the Featured Resource](#)

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